

APPLICATION TIPS

Manufacturing PA Training-to-Career Grant Program

Pennsylvania
WORK SMART. LIVE HAPPY.

This instruction sheet is intended for grant applicants who will be applying for funding through the Manufacturing Training-to-Career grant program. A few items to note:

- Applications will be accepted and evaluated on an ongoing basis with awards made to eligible applicants for as long as funds are available.
- Applications will be submitted using DCED's online [Electronic Single Application for Assistance \(ESA\)](#) as an application for the Manufacturing PA Training-to-Career Program.
- A project timeline should be no longer than 24-months.
- Applicants may find it beneficial to review the [grant program guidelines on DCED's website](#) for more information on the contracting and payment process as well as information on requirements which will be included in the contract.

APPLICATION INSTRUCTIONS

Create an Application

1. Log in to ESA at this direct link: dced.pa.gov/singleapp. You will not see "apply" as an option on the DCED website, you need to go directly into the ESA system.
 - If you do not have a username and password, please register following the link and instructions to the left of the screen.
2. Start a new application, **selecting "NO" when asked if you need help selecting your program.**
3. Click "Create a New Application."
4. Enter "Training to Career" into the program search engine.
5. Scroll down to see the program and select the blue "Apply" button on the right.

Complete and Submit the Application

All items marked with a red diamond are **required fields**. You will not be permitted to submit the application without information in these fields. If you are unable to provide something or believe it does not relate to your project, please contact Gwen Ross to discuss.

Tips for Completion

Addenda (details on required addenda items can be viewed by looking at Appendix I, p. 8, of the [Manufacturing PA Training-to-Career Program Guidelines](#)):

- Commitment and Match Letters
The following entities are required to provide a commitment letter:
 - Local manufacturing businesses (at least two),
 - Regional Industrial Resource Center (see Section VIII), and
 - Local Workforce Development Board or CareerLink.
- If the project has match, match letters should include the amount of funds being offered as match, if they are direct or in-direct, and how the funds are to be used. Match must be used within the grant contract period.



CONTACT INFORMATION

Programmatic questions

Office of Workforce
Development,
Gwen Ross, at gwross@pa.gov
or 717.720.7386.

Technical inquiries

regarding the submission of the
on-line application, contact the
Customer Service Center at
(800) 379-7448
or (717) 787-3405.

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SIGNATURE REQUIREMENTS

DCED has implemented an electronic contracting procedure for awarded funds using an e-signature process. When applying, be prepared to provide the name, title, and email address of two authorized individuals who will execute a contract, *if awarded*.

Type of Entity	Signature Requirements
Corporation	President or Vice President Attest by Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer (if one person holds all offices, then it's ok for only that person to sign listing their title as "President and Secretary")
General Partnership	All partners
Limited Partnership	General Partner and a Witness
LLC - Manager Managed	Authorized Manager and a Witness
LLC - Member Managed	Authorized Member and a Witness
Non-Profit Org	President, CEO, Executive Director, or Board Chair Attest by Secretary, Assistant Secretary, or another board member
Sole Proprietorship	Sole Proprietor and a Witness (The sole proprietor is the owner, but legal prefers using the title "Sole Proprietor")
School District	Superintendent or Assistant Superintendent Staff person as witness

NEXT STEPS

DCED will complete an internal review and will reach out for additional information and/or clarification as necessary. When formally approved, the applicant will receive a contract to execute electronically. Upon full execution of the contract, the applicant (now grantee) may request **reimbursement** for costs as they are incurred.